

# **READVERTISEMENT**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena MT 59604**

## **VACANCY ANNOUNCEMENT**

**September 17, 2008**

**5 Page Document**

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| <b>TITLE:</b>           | Program Integrity Auditor  |
| <b>POSITION NO:</b>     | 08150  |
| <b>LOCATION:</b>        | Quality Assurance Division, Helena   |
| <b>STATUS:</b>          | Full-Time/Permanent  |
| <b>UNION:</b>           | MPEA   |
| <b>PAY GRADE:</b>       | Pay Plan 20, Pay Band 5  |
| <b>STARTING SALARY:</b> | \$28,825 - \$36,032 annually. Depending on qualifications and internal equity. |
| <b>SUPPLEMENT:</b>      | Yes  |

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, October 1, 2008**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs).

**SPECIAL INFORMATION:** Travel in-state may be required. The successful candidate must have a good driving record and valid driver's license as he/she may be required to use a state vehicle to conduct business.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TRAINING ASSIGNMENT:** If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess a GED or high school diploma with a minimum of two years of claims, medical coding or insurance experience (e.g., determining health care eligibility, claims and coding, insurance eligibility and benefits, medical or other health

field billing, claims, adjudication, etc.). Salary depends upon education and experience.

**TYPICAL DUTIES:** This position is responsible for identifying and investigating areas of provider fraud, abuse or misuse of the Medicaid system by establishing and maintaining oversight of provider billing practices by performing post payment reviews of Medicaid claims to ensure accurate billing practices in accordance with medical necessity criteria, ARM, medical billing codes and provider policies and recovering overpayments when necessary. When necessary, this position recovers overpayments and investigates possible fraudulent or abusive activities. Oversight is required on 57 separate and distinct medical provider types and 99 physician specialties.

**KNOWLEDGE, SKILLS, AND ABILITIES DESIRED:**

**Knowledge:** Knowledge of investigative and research principles and practices; Medicaid program or other insurance practices and its regulatory processes; state administrative rules and federal regulations, medical terminology and coding resources such as the ICD-9, CPT-IV, and HCPCS; Health Insurance Portability and Accountability Act (HIPAA) regulations pertaining to medical records and confidentiality laws and policies relating to other sensitive information; Medicaid Management Information System (MMIS), and its association with the Claims Database Warehouse; and Decision Support Software (DSS).

**Skills:** Skill in organization and proficiency in the use of office equipment including a personal computer, software packages including Word, Excel, Access, and Outlook; and acquiring, retrieving and analyzing complex data utilizing an extensive and specialized set of resources, tools and equipment.

**Abilities:** Ability to establish and maintain positive and effective working relationships with diverse individuals and groups including co-workers, supervisors and managers, contractors, other agencies, health care providers and their employees, and the general public; understand and apply rules and regulations; work independently with little supervision to set own goals; accomplish section and department goals and objectives; simultaneously manage multiple tasks and projects; set appropriate priorities for work completion; act with logical thinking, initiative and good judgment; and communicate effectively both orally and in writing.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in health sciences, health information, accounting, general business, social sciences, or a related field **AND** one year medical claims or medical coding experience **OR** Associate's degree in health

sciences, health information, accounting, general business, social work or a related field **AND** two years of medical claims or medical coding experience **OR** high-school diploma (or GED) **AND** four years of medical claims or medical coding experience. All candidates must have one year of experience using spreadsheet software such as Excel.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts or certificates of course completion for any coursework at a college or technical school that is accredited by the US Department of Education. **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and**
4. Supplement question.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or

to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTION

Department of Public Health and Human Services  
Title: Program Integrity Auditor  
Position: #08150  
Location: Quality Assurance Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplemental question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please summarize how your past professional/educational experience will help you meet the needs of the Surveillance and Utilization Review Section (SURS).